

# Policy for the responsible use of AI in government – Office of Parliamentary Counsel’s AI Transparency Statement

**Last reviewed:** 20 May 2026

**Next review:** By 28 February 2027, or earlier if there is a significant change to OPC’s approach to AI

## Introduction

The Office of Parliamentary Counsel (OPC) is trialling the adoption of Artificial Intelligence (AI) as part of the Australian Government’s commitment to harness analytical tools and techniques to predict service needs, improve user experience, support evidence-based decisions and gain efficiencies in agency operations.

OPC is committed to ensuring transparency, accountability, and fairness in its development, deployment, and use of AI systems. This Transparency Statement provides information about OPC’s approach to adopting and using AI, the types of AI use that may occur within OPC, and the governance and safeguards that apply. This statement aligns with the Australian Government’s Policy for the responsible use of AI in government and the requirements for AI transparency. It forms part of OPC’s ongoing commitment to safe and responsible use of AI and responsible innovation.

## Scope and Applications

The AI technologies OPC uses, or may use, include generative AI, machine learning, natural language processing, and speech recognition.

These technologies are, or may be, applied in the following contexts:

- Automating routine administrative tasks
- Assisting with developing routine internal and non-sensitive communications
- Analysing information to identify patterns, themes or insights
- Supporting workplace productivity, including summarising, searching, restructuring or improving internal work products

AI is used to support OPC employees. It does not replace human judgment, professional expertise or accountability.

## Public interaction and significant impacts

OPC does not currently use AI in a way that allows members of the public to directly interact with AI, or to be significantly impacted by AI or its outputs, without human review.

If OPC proposes to adopt this type of AI use in the future, it will be assessed before deployment through OPC's governance arrangements. This will include consideration of risk, impact, accountability, privacy, security and appropriate human oversight.

## Data privacy and security

Protecting the privacy and security of individuals' data, sensitive and classified information is of paramount importance to OPC. OPC ensures that any data used in AI systems is handled in accordance with the *Privacy Act 1988* (Cth), the Protective Security Policy Framework and other relevant data protection laws. Personal information is only collected, used, and shared where necessary, and in ways that comply with OPC's privacy obligations and policies.

## AI governance and oversight

OPC has developed and implemented governance processes to monitor and oversee the use of AI within OPC. This includes:

- Appointment of an Accountable Official in accordance with Policy for the responsible use of AI in government.
- Appointment of a Chief AI Officer, in line with the Australian Government's AI Plan for the Australian Public Service, to provide strategic leadership and support the adoption of AI within the agency.
- Establishing mechanisms for oversight of all AI projects by senior management within OPC.
- Developing policies relating to use of AI and information technology systems by all staff in OPC.
- Availability of AI training for all staff.
- Using the Commonwealth's AI Assurance Framework for new uses of AI.

## Usage patterns and domains

The following section identifies OPC's classification of AI use and the domains where they are applied in accordance with the classification system for AI use under the Policy for the responsible use of AI in government:

### Usage patterns

The following usage patterns describe OPC's current or anticipated use of AI:

- Decision making and administrative action
- Analytics for insights
- Workplace productivity
- Image processing

## Domains

The following domains describe the domains where AI tools are applied or may be applied in the future across OPC:

- Service delivery
- Compliance and fraud detection
- Policy and legal
- Corporate and enabling

## Continuous improvement

As part of OPC's ongoing commitment to responsible AI, OPC regularly reviews and updates its AI policies and practices. This includes staying informed about new developments in AI technology, ethics, and regulatory requirements. OPC strives to improve the transparency, fairness, and effectiveness of our AI systems through continuous learning and adaptation.

This statement will be reviewed annually, when we make a significant change to our approach to AI, or when new factors impact this statement.

## Contact information

OPC is committed to engaging with stakeholders and providing opportunities for feedback on its use of AI systems. If you have questions, concerns, or would like more information about how OPC uses AI, please contact us at:

- Email: [enquiries@opc.gov.au](mailto:enquiries@opc.gov.au)
- Mailing Address: Locked Bag 30, Kingston ACT 2604, AUSTRALIA